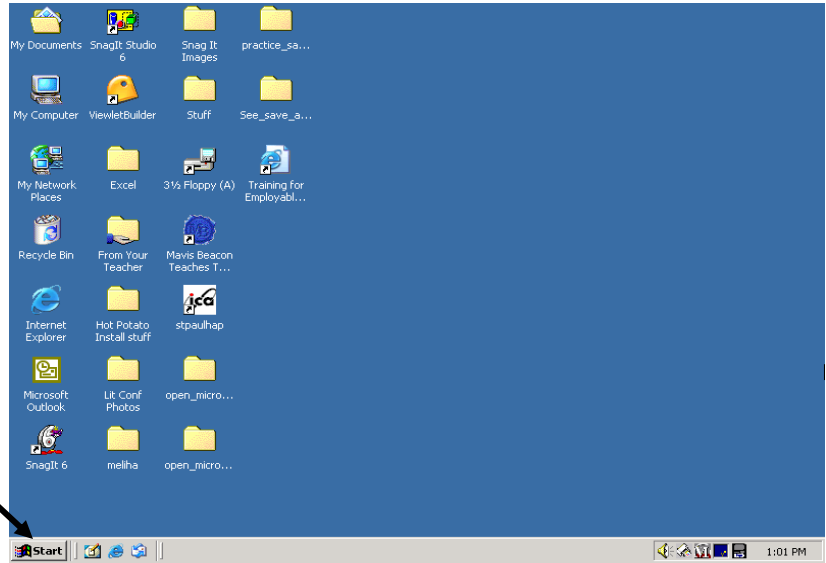
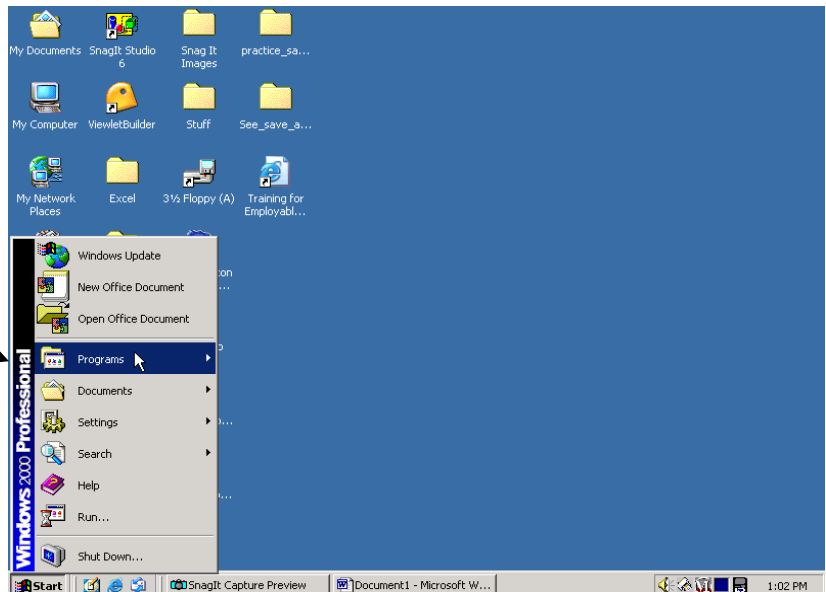


Microsoft Excel: Exercise 2 Basic

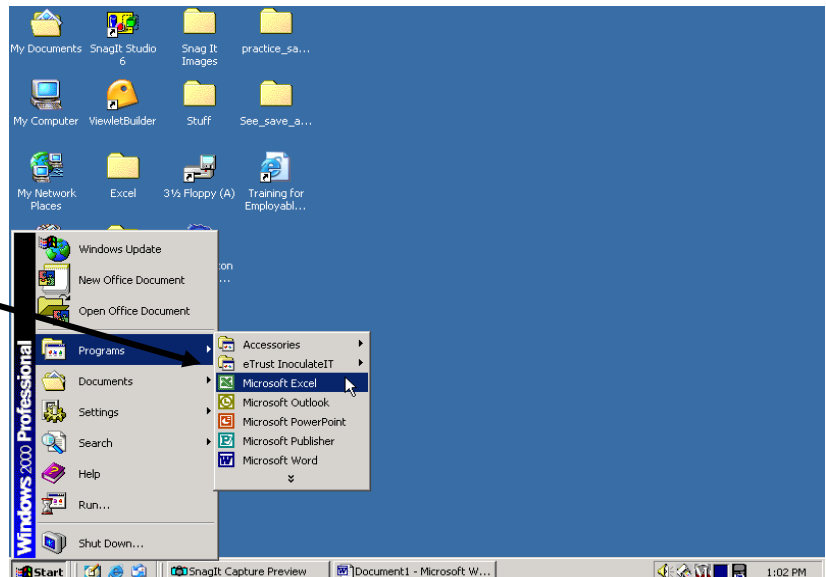
1. Click on START.



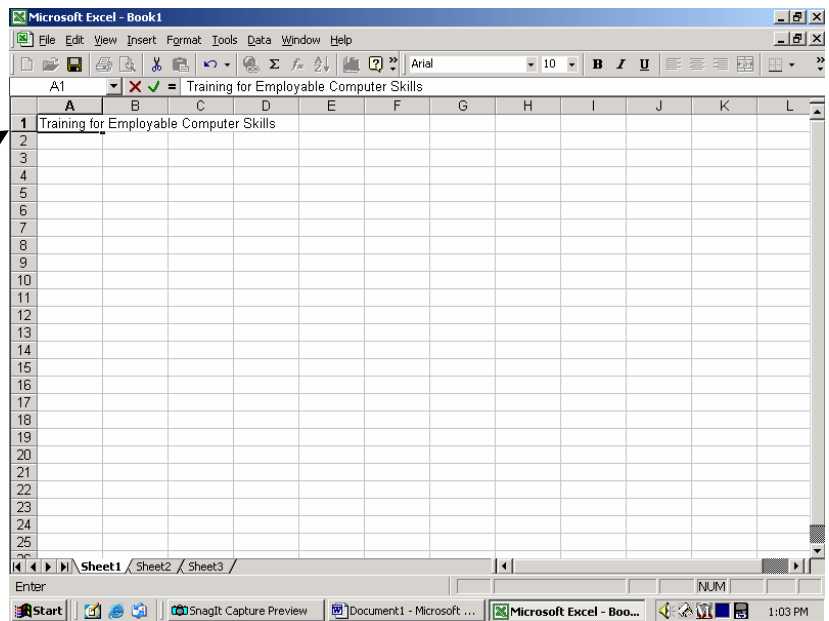
2. Click on PROGRAMS.



3. Click on MICROSOFT EXCEL.



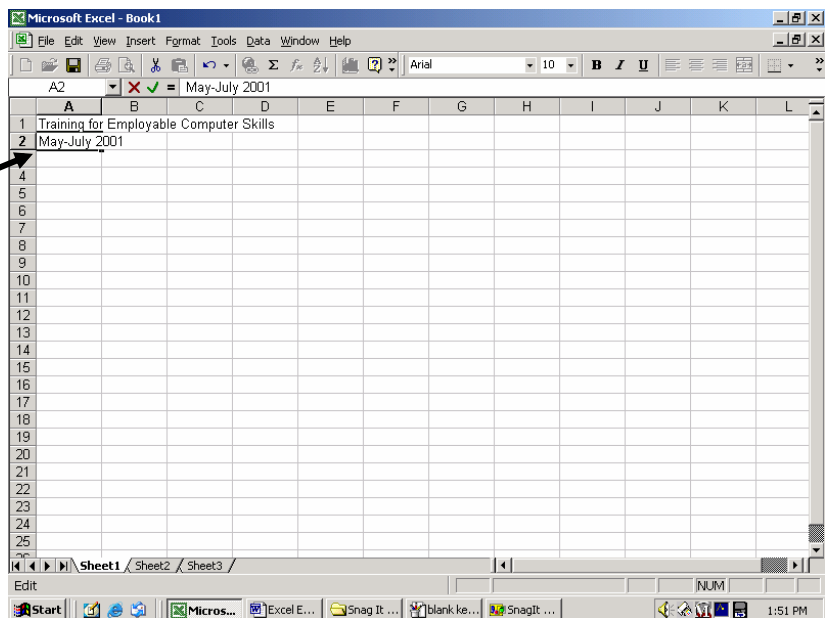
4. Type *Training for Employable Computer Skills*.



5. Press the ENTER key.



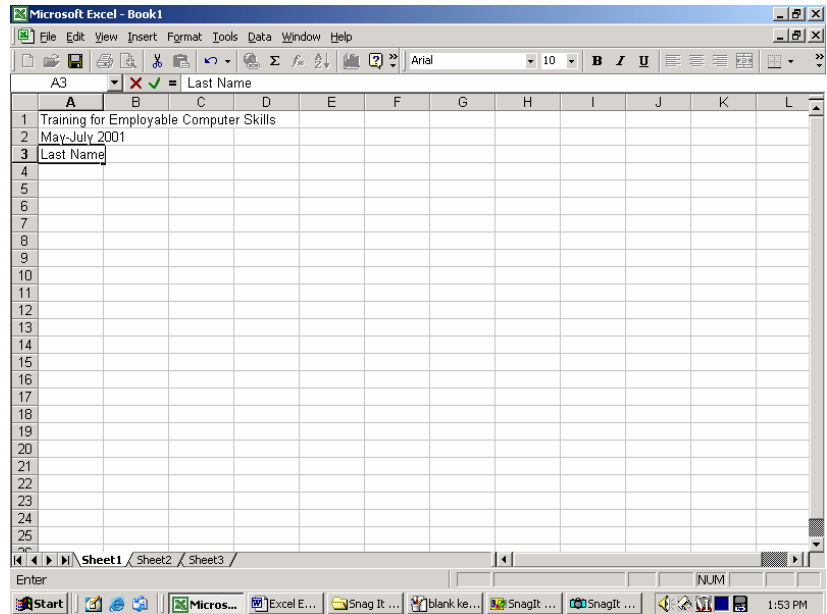
6. Type the words *May-July 2001*.



7. Press the ENTER key.



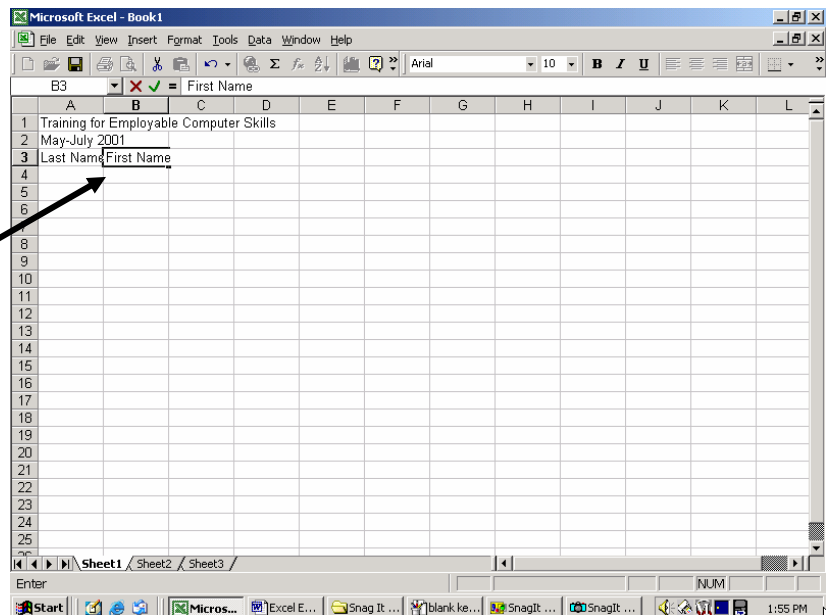
8. **Type:** Last Name.
(don't type *your* last name)



9. Press the TAB key.



10. Type the words *First Name*.
(don't type *your* first name)



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

C3 [X] [Y] [Z] [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L]

A B C D E F G H I J K L

1 Training for Employable Computer Skills

2 May-July 2001

3 Last Name First Name E-Mail

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

Sheet1 / Sheet2 / Sheet3

Enter NUM 1:55 PM

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

File Edit View Insert Format Tools Data Window Help

C4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Training for Employable Computer Skills											
2	May-July 2001											
3	Last Name First Name E-Mail											
4	Gardner	Leslie										
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Sheet1 / Sheet2 / Sheet3

Ready

NUM

Start Micros... Excel E... Snag It ... blank ke... Snagit ... Snagit ... 2:00 PM

17. Press the TAB key.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

C4 =leslie

	A	B	C	D	E	F	G	H	I	J	K	L
1	Training for Employable Computer Skills											
2	May-July 2001											
3	Last Name First Name E-Mail											
4	Gordon	Leslie										
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Sheet1 / Sheet2 / Sheet3

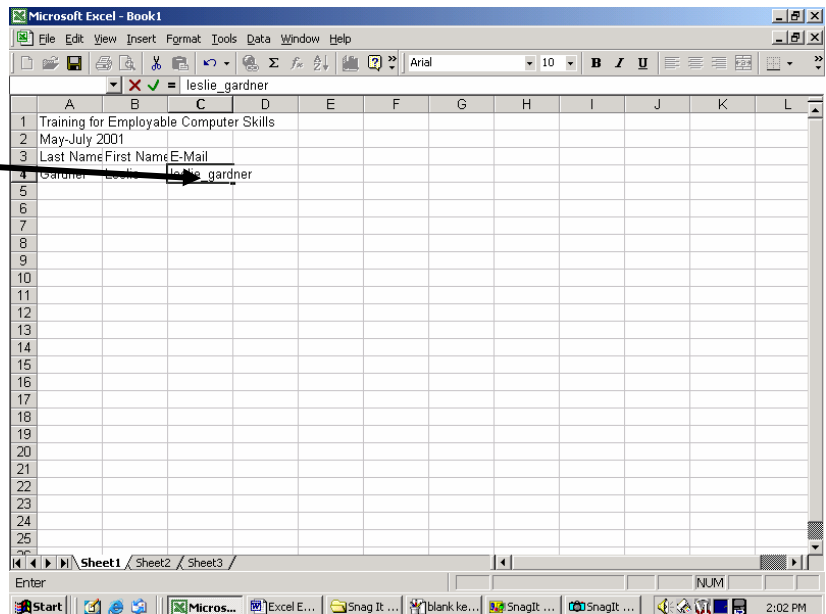
Enter NUM

2:00 PM

19. Hold the SHIFT key and
Press the underline key
once.



20. Type *gardner*.



21. Hold the SHIFT key and
press the 2 key once.

you will see this symbol: @

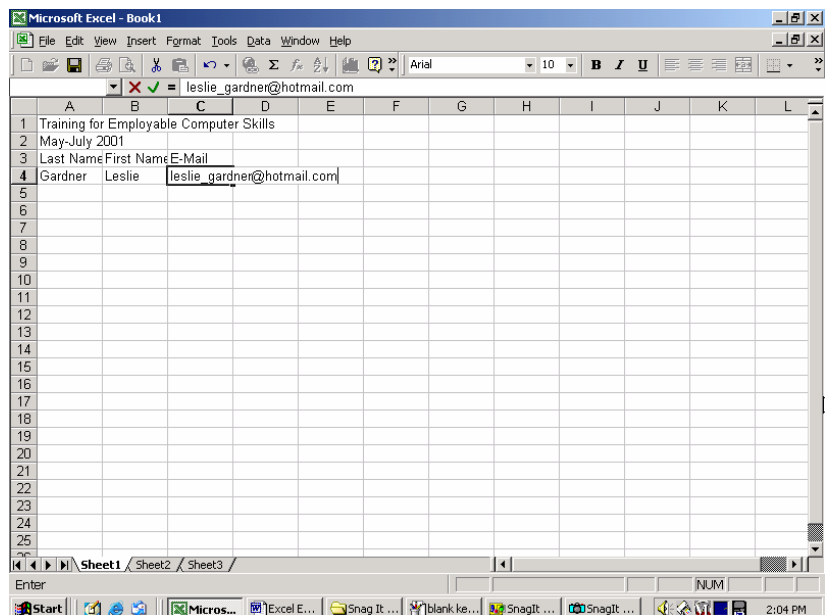


22. Type *hotmail.com*

You have typed Leslie's e-mail
address:

leslie_gardner@hotmail.com

Make sure all of the information is in
cell C4.




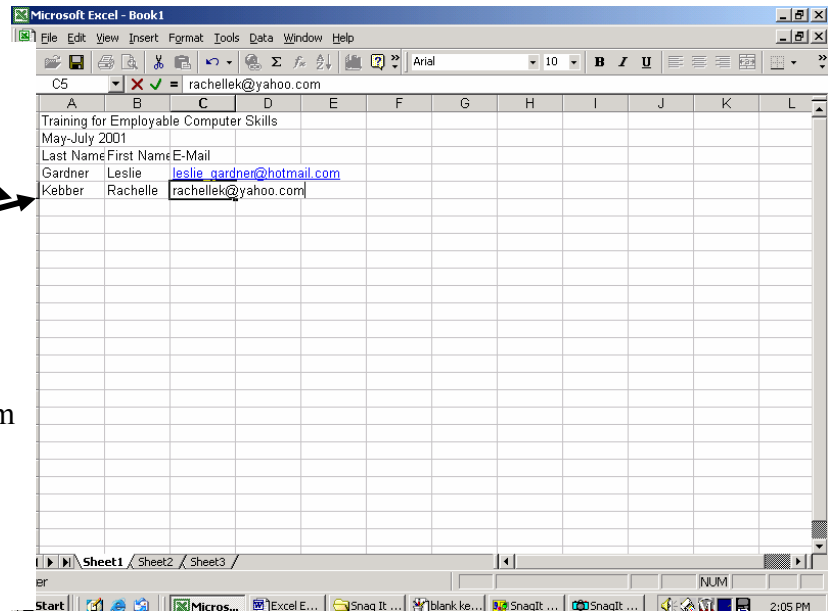
ell A5. 


Diagram illustrating the mapping of identifiers to names and email addresses:

- A5 points to Kebber
- B5 points to Rachelle
- C5 points to rachellek@yahoo.com



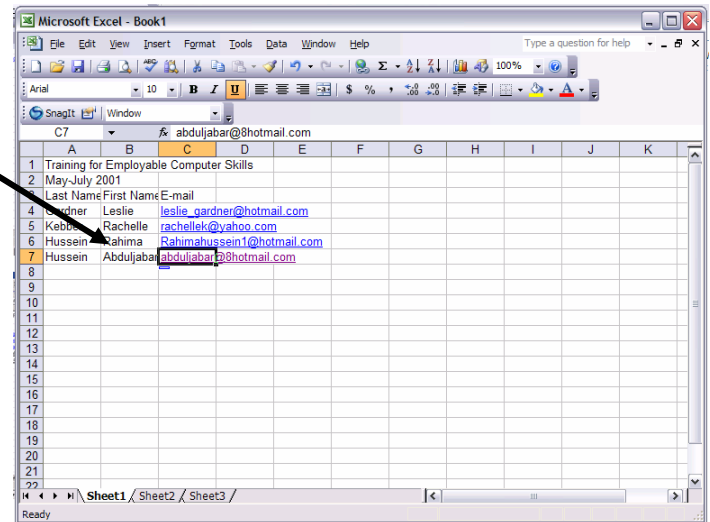
These students:

@hotmail.com



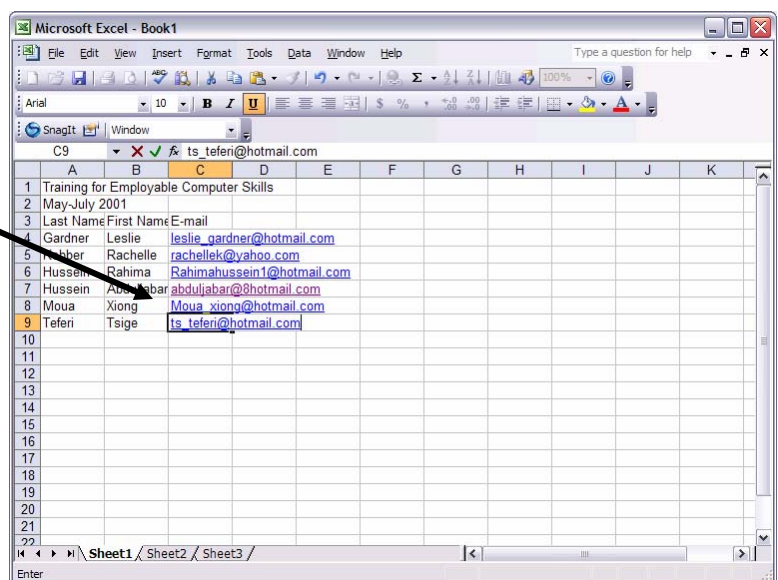
	A
1	Training for En
2	May-July 2007
3	Last Name First
4	Smith Ler
5	Kebber Ra
6	Hussein Ra

Hussein Abduljabar abduljabar8@hotmail.com

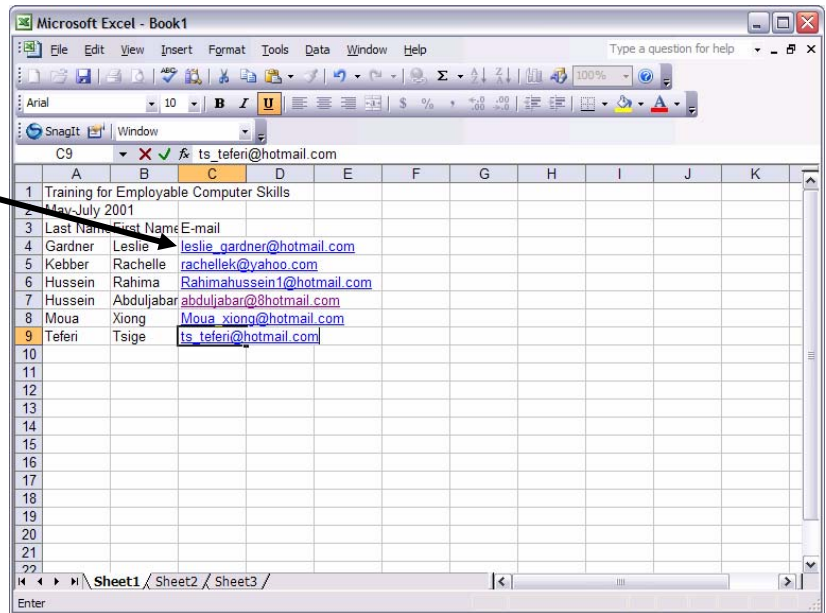


g@hotmail.com

Teferi Tsige ts_teferi@hotmail.com

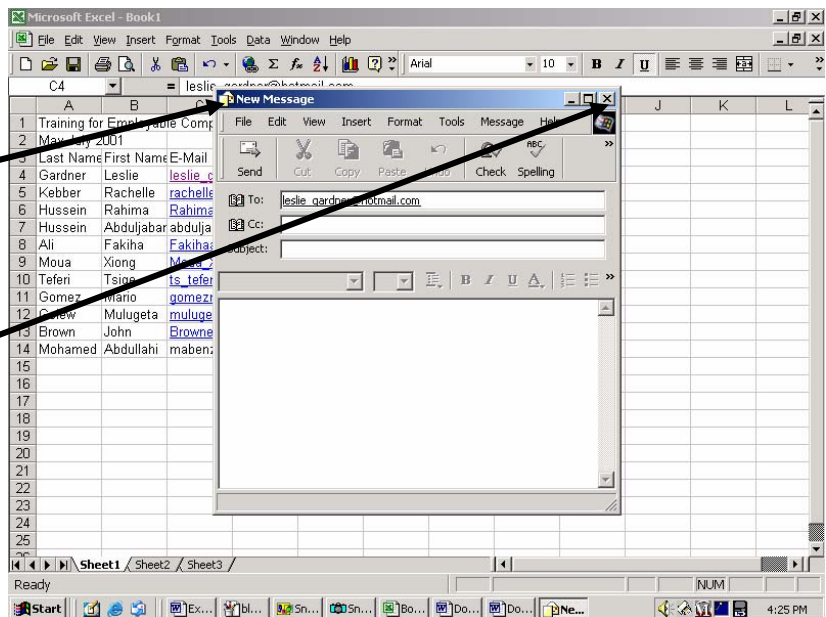


27. Click on Leslie's e-mail address.

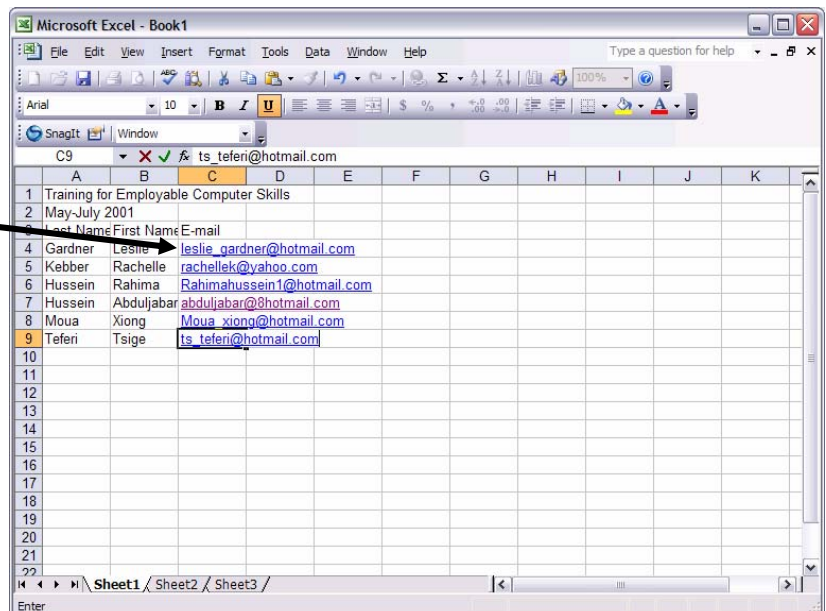


28. This is a program for sending e-mail messages on the Internet.

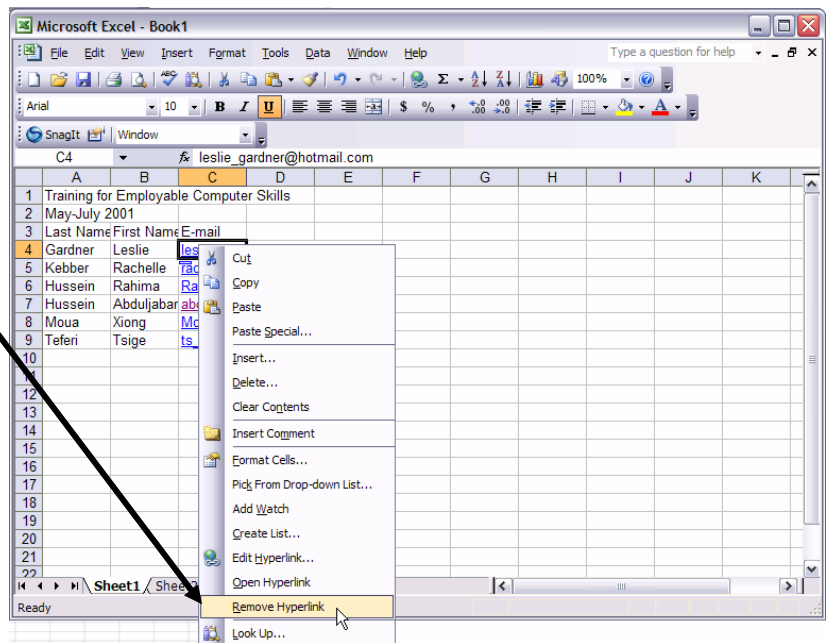
Click on the X. We do not want to send an e-mail right now.



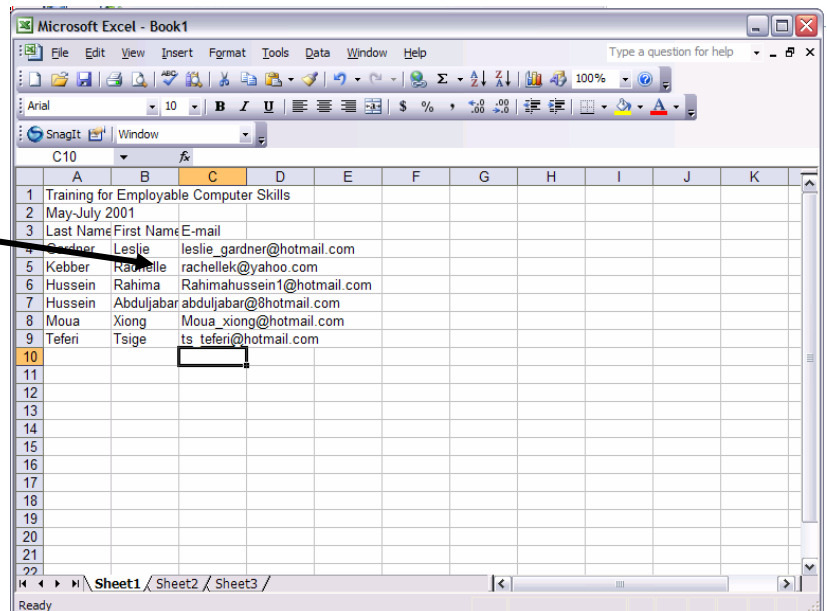
29. Right-Click on Leslie's e-mail address.



30. Click on
REMOVE HYPERLINK.

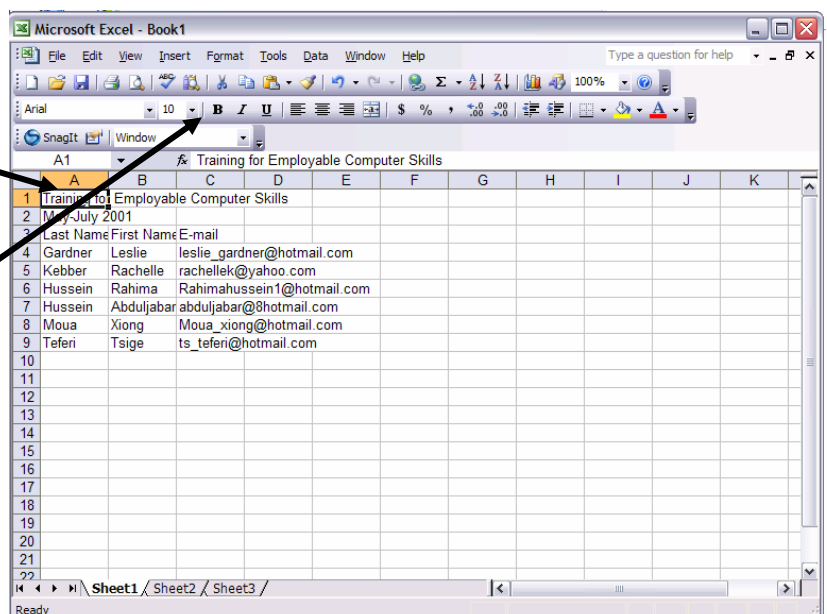


31. Remove the hyperlinks on
all of the e-mail addresses.



32. Are all of the blue lines
gone?

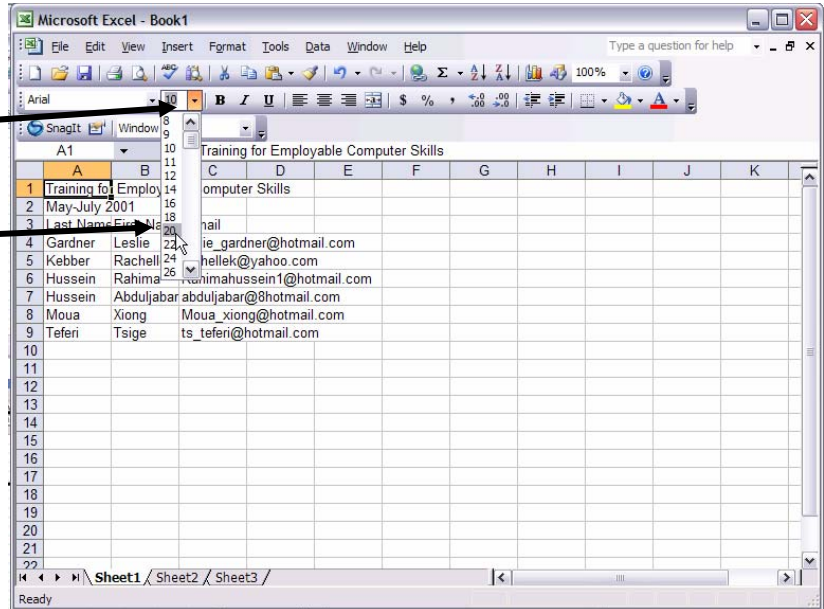
34. Click on cell A1.



35. Click on the B button.

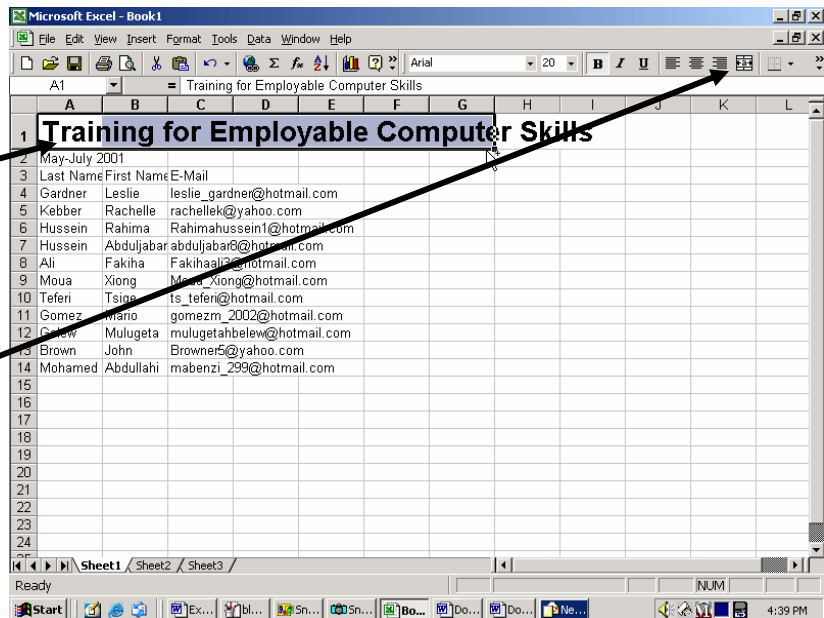
36. Click on the little arrow next to the font size.

37. Click on 20.



38. Highlight cells A1 to G1.

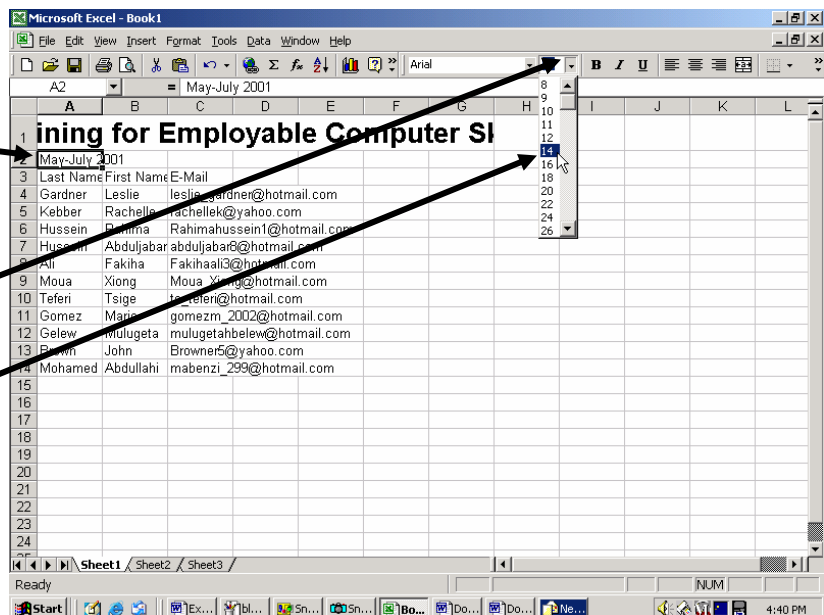
39. Click on the MERGE and CENTER button.



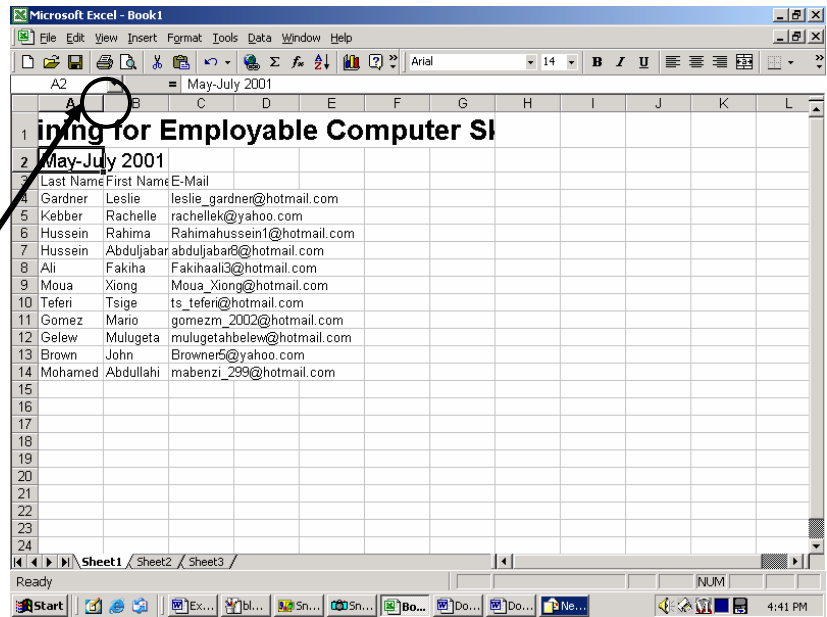
40. Click on cell A2.

41. Click on the little arrow

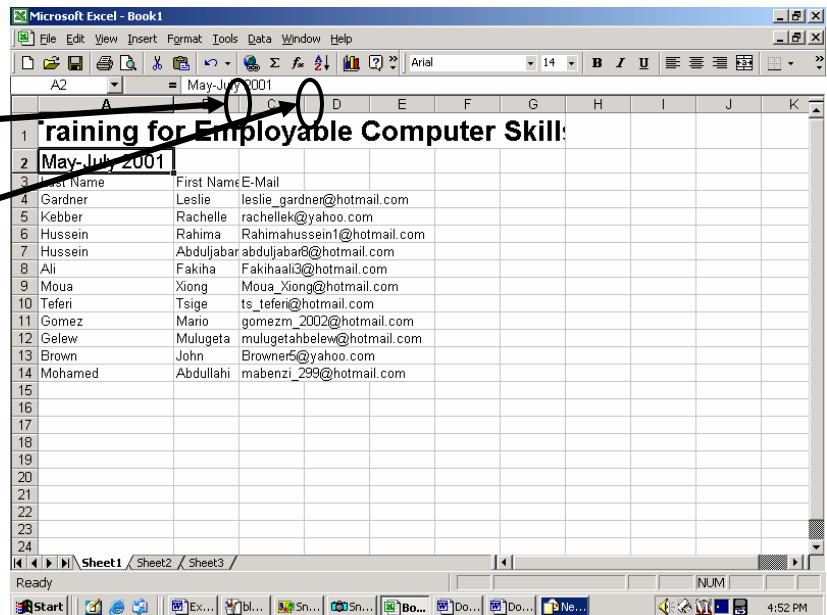
42. Click on 14.



43. Double click between the columns.

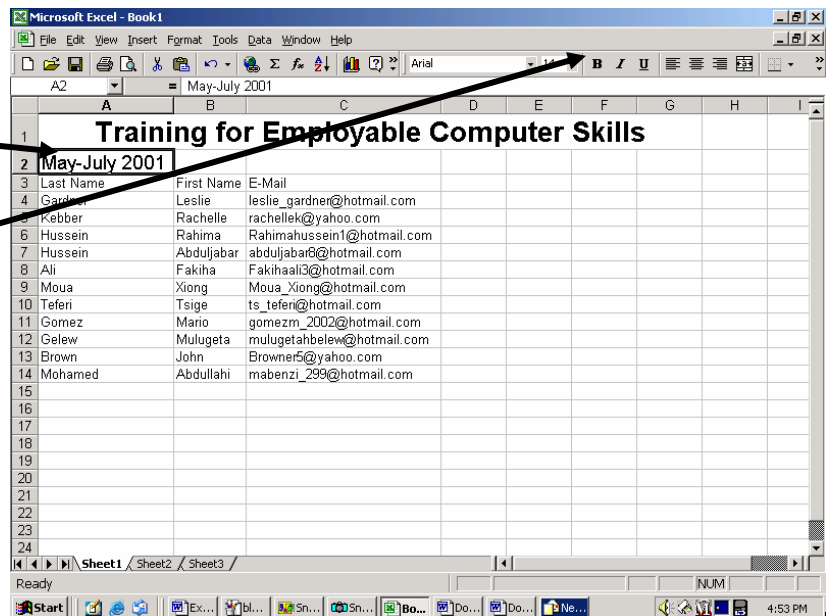


44. Double-click here.



45. Double-click here.

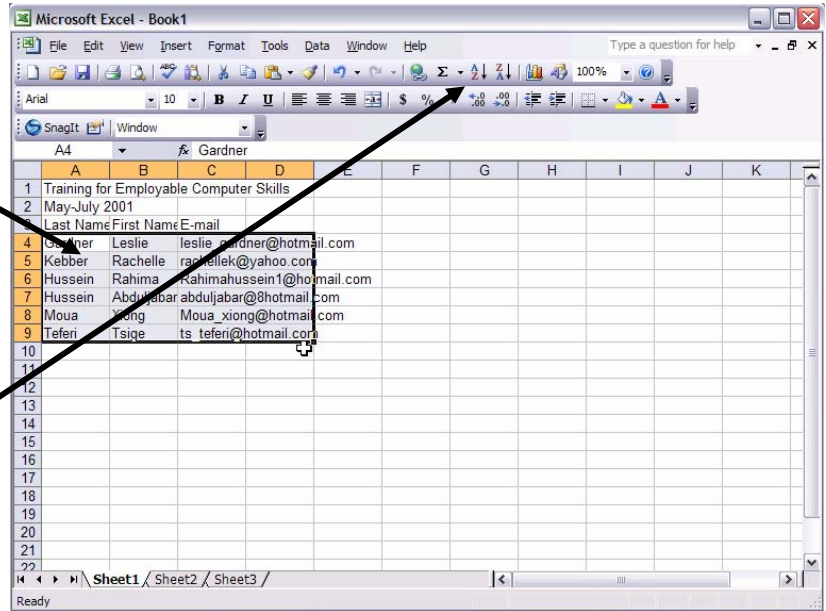
46. Click on cell A2.



47. Click on the B button.

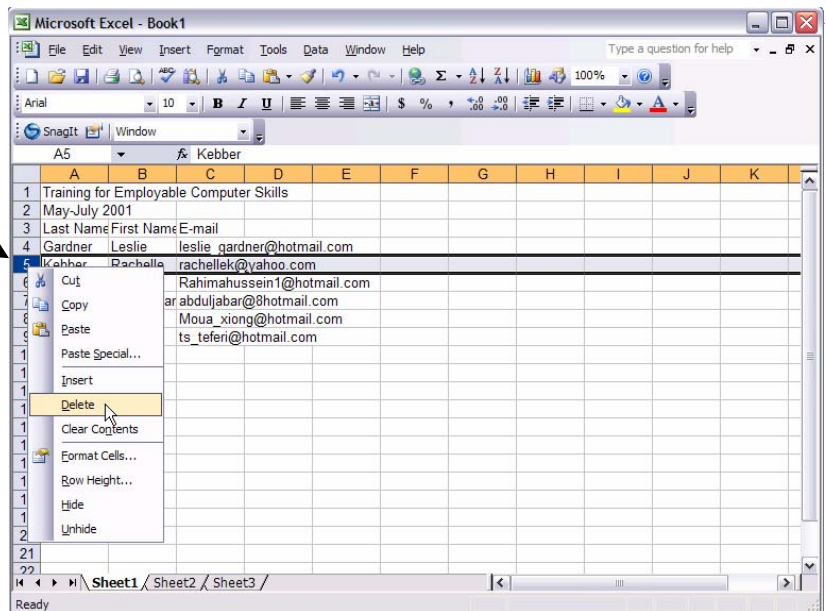
48. Highlight cells A4 to C9.

49. Click on the SORT
ASCENDING button.



50. **Right -Click** on the
number next to Rachelle
Kebber's name.

51. **Click** on DELETE.



52. **Save** this exercise on your disk.
Name it **EXCEL 2**.